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DEPARTMENT OF THE NAVY
OFFICE OF THE ASSISTANT SECRETARY
(FINANCIAL MANAGEMENT AND COMPTROLLER)
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WASHINGTON, D.C. 20350-1000

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MEMORANDUM FOR DISTRIBUTION
Subj: INSTALLATION MANAGEMENT ACCOUNTING PROJECT MILITARY LABOR
COST COLLECTION SYSTEM IMPLEMENTATION INSTRUCTIONS

Ref: (a) ASN(FM&C) memo of 23 May 97

Encl: (1) Instructions for Establishing MLCCS Account
(2) Request for MLCCS Installation Package
(3) MLCCS System Description and Preliminary Set-up
Instructions
(4) MLCCS Installation Data Templates

By reference (a), detailed procedures for the implementation of the Installation Management Accounting Project (IMAP) were provided to each major command. These procedures are designed to provide enhanced cost accounting in the Standard Accounting and Reporting System - Field Level (STARS-FL) for base operating support costs incurred during Fiscal Year (FY) 1998 and succeeding FYs in the Operation and Maintenance, Navy and the Operation and Maintenance, Navy Reserve appropriations.

As discussed in reference (a), an important component of performing these support functions is military labor. This memorandum provides further information on the collection of military labor costs within IMAP. The Military Labor Cost Collection System (MLCCS) has been developed by the Office of Chief of Naval Operations (N46) to simplify and standardize the collection of military labor costs. Although use of the MLCCS is not required, it is recommended because MLCCS provides a tool that significantly automates the collection of military labor costs to be reported in IMAP reports within STARS-FL. The four enclosures are provided to help prepare for MLCCS implementation in November 1998, which coincides with the next STARS-FL release for IMAP, also in November 1998. This information should be distributed to all commands scheduled to implement IMAP. To assist in distribution, the enclosures can be made available electronically.

Enclosure (1) provides instructions for establishing installation MLCCS accounts and for on-line receipt of the MLCCS software. The instructions contained in enclosure (2) direct installations to forward their request for a MLCCS account via their major command to provide visibility of their installations using MLCCS and to ensure access is limited to only one MLCCS administrator per installation. Major command sponsors should mail the original and fax a copy of installation requests to the appropriate office outlined in enclosure (1).

Enclosure (3) provides an overview description of the MLCCS and preliminary instructions for downloading military personnel data from the Commander, Navy Personnel Command (COMNAVPERSCOM), formerly known as Bureau of Naval Personnel, and for uploading military labor cost data to STARS-FL. Additionally, this enclosure will provide system requirements and MLCCS system setup information.

Enclosure (4) should be used together with the instructions found in enclosure (3). Completing enclosure (4) prior to receipt of the actual MLCCS software, will give commands a distinct advantage in terms of speed, accuracy and ease of MLCCS installation and use.

Finally, each major command implementing IMAP is requested to provide the project officer an IMAP point of contact to facilitate the dissemination of information. Questions can be directed to CDR Nick Zimmon, (N46), IMAP Project Officer at (301) 227-4539 or by e-mail at zimmonnicholas.cdr@smtpgate.dt.navy.mil or Mr. Dean Hunstad, FMO-233 at (202) 685-6736 or by e-mail at hunstad.dean@fmo.navy.mil.

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INSTRUCTIONS FOR ESTABLISHING MLCCS ACCOUNT

An important component of the IMAP is the inclusion of military labor costs. The MLCCS was developed to simplify and standardize the collection of military labor costs. Although use of MLCCS is not mandatory, its use is strongly recommended because it provides a tool that significantly automates the collection of military labor costs. Installations may enter the military cost data directly into the STARS-FL by using the execution code 630 and expense element "a."

In order to transfer IMAP military labor cost data using the MLCCS, authorization to access both the COMNAVPERSCOM and the STARS-FL databases is required. Enclosure (2) contains the authorization requests forms, which are required to access both the COMNAVPERSCOM and STARS-FL databases operating at the Defense Mega Center (DMC) Mechanicsburg. Each of your installations will only be authorized one MLCCS administrator to download military personnel data from COMNAVPERSCOM system as well as the uploading of military labor cost data to STARS-FL monthly. Authorization to access both systems will be determined after completion of the required forms in the table below. Each installation should expedite the processing of these forms by faxing and mailing them to their major command who will expedite the processing of these forms by mailing and faxing them to the points of contact listed in the table above. These forms are contained in enclosure (2) and are available for electronic distribution.

Form Name	Organization	Address	Point of Contact	Telephone Number	Fax Number
System Authorization Access Request (SAAR)	Navy Personnel Command	7029 Union Mill Road, Clifton, VA. 20124 - 1122	Mr. Dave Blatchford Code P-1023F/NW14	(703) 697-0262	(703) 614-5360
System Authorization Access Request (SAAR)	American Management Systems, Inc.	4114 Legato Road, Room 1115, Fairfax, VA. 22033	Mr. Casey Naatjes	(703) 227-6561	(703) 449-2719
Listing of Unit Identification Codes	American Management Systems, Inc.	4114 Legato Road, Room 1115, Fairfax, VA. 22033	Mr. Casey Naatjes	(703) 227-6561	(703) 449-2719
Acceptance of Risk	Navy Fleet Material Support Office	5450 Carlisle Pike, Code 9725, P.O. Box 2010, Mechanicsburg, Pa. 17055-0787	Mr. David Morrison	(717) 605-4904	(717) 605-2861
File Transfer to DISA DMC Mechanicsburg	Navy Fleet Material Support Office	5450 Carlisle Pike, Code 9725, P.O. Box 2010, Mechanicsburg, Pa. 17055-0787	Mr. David Morrison	(717) 605-4904	(717) 605-2861

DMC Mechanicsburg System Access Request	Navy Fleet Material Support Office	5450 Carlisle Pike, Code 9725, P.O. Box 2010, Mechanicsburg, Pa. 17055-0787	Mr. David Morrison	(717) 605- 4904	(717) 605- 2861
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Each installation should identify their MLCCS administrator, on the form titled Listing of Unit Identification Codes, who will receive the MLCCS software shortly after completion of the required access forms listed above. The MLCCS software will be sent as an attachment to your installation MLCCS administrator to the electronic mail address provided in the form titled Listing of Unit Identification Codes.

Enclosure (1)

REQUEST FOR MLCCS INSTALLATION PACKAGE

In order to transfer IMAP military labor cost data using the MLCCS, authorization to access both the COMNAVPERSCOM and the STARS-FL databases is required. The required forms are listed in the table in enclosure (1). After completing these forms, they should be faxed and mailed to your major command who will continue to expedite processing them to the proper office for action.

Enclosure (2)

Sample Form, System Authorization Access Request (SAAR)

The form requests the following information to be filled out by the user:

1. Name (Last, First, MI)
2. Social Security Number
3. Organization
4. Office symbol/department
5. Account code
6. Job title/function
7. Grade/rank
8. Phone (DSN)
9. Clearance level
10. Type of investigation
11. Date of investigation
12. Verified by (signature)
13. Phone number
14. Date
15. Access required (location) – i.e. DMC or DMCs
16. Access to classification required?
17. Type of user
18. Justification for access
19. Signature of supervisor
20. Organization/department
21. Phone number
22. Date
23. Signature of functional data owner/operator
24. Organization/department
25. Phone number
26. Date
27. UserID (mainframe)
28. UserID (mid-tier)
29. UserID (network)
30. Signature
31. Phone number
32. Date
33. Access Requested (see specific system or application information)
34. Optional use

DISA Form 41. SEPT 1996 (EF) DISA (R)

Enclosure (2)

Instructions

A. PART I: The following information is provided by the user when establishing or modifying their USERID.

- (1) NAME: The last name, first name, and middle initial of the user.
 - (2) SOCIAL SECURITY NUMBER: The social security number of user.
 - (3) ORGANIZATION: The user's current organization (i.e., DMC Columbus)
 - (4) OFFICE SYMBOL/DEPARTMENT: The office symbol within the current organization (i.e., WEC03).
 - (5) ACCOUNT CODE: Account code if required.
 - (6) JOB TITLE/FUNCTION: The job function (i.e., System Analyst, Pay Clerk, etc.).
 - (7) GRADE/RANK: The civilian pay grade, military rank or CONT if user is a contractor.
 - (a) PHONE (DSN): The Defense Switching Network (DSN) phone number of the user. If DSN is unavailable, indicate Commercial number.
- USER SIGNATURE: User must sign the SAAR form with the understanding that they are responsible and accountable for their password and access to the system(s).

B. PART II: The following information is provided by the User's Security Manager.

- (9) CLEARANCE LEVEL: The user's current security clearance level and ADP Level (i.e., Secret, Top Secret, ADPI, ADP II, etc.).
- (10) TYPE OF INVESTIGATION: The user's last type of background investigation (i.e., NAC, NACI, or SSBI).
- (11) DATE OF INVESTIGATION: The date of the last background investigation.
- (12) SIGNATURE: The Security Manager or his representative signature indicates that the above clearance and investigation information has been verified.
- (13) PHONE NBR: The Security Manager's phone number.
- (14) DATE: The date that the form was signed by the security manager or his representative.

C. PART III: The following information is provided by the user's supervisor.

- (15) ACCESS REQUIRED (Location): The full name of the location at which access is required.
- (16) ACCESS TO CLASSIFIED REQUIRED? Place an "X" in the appropriate box.
- (17) TYPE OF USER. Place an "X" in the appropriate box.
- (18) JUSTIFICATION FOR ACCESS: A brief statement to justify establishment of an initial USERID. Provide appropriate information if the USERID or access to the current USERID is to be modified.
- (19) SIGNATURE OF SUPERVISOR. The user's supervisor must sign the SAAR form to certify the user is authorized access to perform his/her job function.
- (20) ORG/DEPT. Supervisor's organization and department.
- (21) PHONE NUMBER: Supervisor's phone number.
- (22) DATE: The date the Supervisor signs the SAAR form.
- (23) SIGNATURE OF FUNCTION DATA OWNER/OPR: Signature of the functional appointee responsible for approving access to the system being requested
- (24) ORG/DEPT: Functional appointee's organization and department.
- (25) PHONE NUMBER: Functional appointee's phone number.
- (26) DATE: The date the functional appointee signs the SAAR form.

D. PART IV: The following information is provided by the AIS Security Staff who adds the user to the system.

- (27) USERID (Mainframe): User's mainframe USERID (if applicable).
- (28) USERID (Mid-Tier): User's mid-tier USERID (if applicable).

- (29) USERID (Network): User's network USERID (if applicable).
(30) SIGNATURE: Signature of the Information System Security Officer (ISSO) or his representative.
(31) PHONE NUMBER (DSN): The ISSO's Defense Switching Network (DSN) phone number.
(32) DATE: The date the ISSO signs the SAAR form.

E. PART V: This information is site specific and can be customized by either the DMC, functional activity, or the customer with approval of the DMC. This information will specifically identify the access required by the user.

(33) ACCESSES REQUIRED: Specify all resources to which access is required and the type of access required, i.e., read-only, write.

(34) OPTIONAL USE: This section is intended to add site specific information, as required.

F. DISPOSITION OF THE FORM

TRANSMISSION: Form may be electronically transmitted, faxed, or mailed. Adding a password to this form makes it a minimum of "FOR OFFICIAL USE ONLY" and must be handled as such.

FILING: Original SAAR, with original signatures in Part I, II, and III, must be maintained on file for one year after termination of user's account. File may be maintained by the DMC or by the Customer's ISSO. Recommend file be maintained by ISSO adding the user to the system.

DISA Form 41, SEPT 1996 (EF)
DISA (R)

Enclosure (2)

Form, LISTING OF UNIT IDENTIFICATION CODES (UIC) FOR NAVPERSCOM
DOWNLOAD

The form requests the following information to be filled out by the user:

UIC and Description

POC Specific Information, including Internet Mail Address, Windows Version, and MS Office
Version

Enclosure (2)

Form, Acceptance of Risk
Use of non-expiring passwords for FTP

The form requests the following information to be read and signed by the user:

I, _____, Director of _____, have read DISA WESTHEM policy letter 13 Feb 1996, which discusses the risks to my system inherent in the use of non-expiring passwords for users performing FTP data transfers to and from the MVS host system, and the requisite mitigating controls. The primary risks are reiterated as follows:

1. Maintaining the MVS userid and password on a remote system (e.g. another MVS host, a remote UNIX system) increases the potential for their compromise.
2. The use of FTP by its nature requires the userid and password to be transmitted to the MVS host system in clear text, across unsecured, non-SNA communications lines. This increases the potential for their compromise by various means (e.g. smaller programs)
3. The compromise of the userid and password could remain undetected for a long period of time.
4. The use of the non-expiring passwords increases the window of exposure to the MVS system in the event that the userid and password are compromised. Because the password will never expire, the exploitations could persist for an unlimited amount of time.
5. The use of FTP by its nature involves the transmission of application data to and from the MVS host system in clear text, across unsecured, non-SNA communications lines. This increases the potential for their compromise by various means (e.g. smaller programs).
6. The compromise of application data could remain undetected for a long period of time.

I acknowledge and accept these risks. I agree to abide by the mitigating controls as outlined in the policy letter. I further agree that I will in no way hold the management and staff of DMC-MECH responsible for data loss and/or compromise resulting from the normal use of FTP processing.

_____ Signature

Enclosure (2)

Form, FILE TRANSFER TO DISA_DMC MECHANICSBURG

The form requests the following information to be filled out by the user:

1. Point of contact
2. Activity/dept./code
3. Location
4. DSN phone number
5. Commercial phone number
6. FAX DSN phone number
7. FAX Commercial phone number
8. What are the dataset names you will be sending? For example, 2345.54321ML.MMY
12345 = AAA Code and 54321 = Main Base UIC and MMY = Month and Year (as in 0998)
9. How are you sending them? For example, File Transfer Protocol (FTP).
10. What dataset names will you be writing into at DMC-MECH? You will be informed of name.
11. What is the frequency of the transmissions? For example, Monthly
12. Do you have any special requirements necessary for DISA-DMC MECH to fulfill your request for file transfer? For example, No.

Enclosure (2)

Form, DMC MECHANICSBURG SYSTEM ACCESS REQUEST
PERSONAL DATA PRIVACY ACT OF 1974

The form requests the following information to be filled out by the user:

1. User request type
2. USER-ID (Leave Blank) IAC#
3. Name: Last, First, MI. SSAN, Telephone, DSN, Activity or Company, Address, Contract#, Expiration Date, COTR Name & COTR Activity (if applicable), Foreign National?, Personnel Security Investigation including type, agency, and date, type of clearance (if issued)
4. Requested System (if known) and Requested Application(s) Approval and/or authority and Approval
5. Supervisor or COTR, with signature and date, printed name and telephone number
6. Security information verified by, with signature and date
7. AAA, with signature and date, printed name and telephone number

Privacy Act Statement: Authority E.O. 11652

Principle Purpose: This form is required to authorize access to DoD computers which may include classified (Level I) or personal/sensitive (Level II) information.

Disclosure: Disclosure of the social security number is necessary to verify the employee's name and security clearance/investigation level. Furnishing this information is voluntary, however. Failure to do so may result in disapproval of request.

User Security Agreement:

I understand my obligation not to disclose my password to anyone and I assume the responsibility for data entered or extracted from the DISA computer system via my USERID/PASSWORD. I will use DoD resources only when authorized and for approved purposes. I understand that violation of any of DoD and DISA policies for AIS security may result in termination of my access.

I have read the above policies and agree to adhere to all requirements.

Signature _____ Date _____

Enclosure (2)

MLCCS SYSTEM DESCRIPTION AND PRELIMINARY SET-UP INSTRUCTIONS

The MLCCS standardizes the collection of military labor costs. The following provides an overview description and preliminary instructions for downloading military personnel data from COMNAVPERSCOM and uploading military labor costs to STARS-FL. MLCCS is designed to be a stand-alone system for collecting and maintaining military labor cost data and transmitting this statistical military labor cost data into STARS-FL for purposes of IMAP reporting. The system consists of a database containing the names, pay grades and pay rates of all military personnel currently on-board at a given installation, together with information about where they actually perform their work. MLCCS will download a personnel data file for each month from COMNAVPERSCOM. This downloaded file of military personnel data automatically updates the MLCCS database each month with the latest information contained in the Navy Personnel Database, adding new military personnel gains and deleting military personnel losses. MLCCS will also transmit the military labor costs to STARS-FL each month via an automated File Transfer Protocol (FTP) routine to the Defense Mega Center Mechanicsburg.

The new version of MLCCS is now available and contains significant improvements to the earlier Beta version. The primary enhancement is that all file transfer operations now take place within the MLCCS software. This significantly streamlines and simplifies the data download and upload processes. For the installations that were using the Beta version of MLCCS, you must back up your existing data prior to installing the new version of MLCCS. The back up procedures for the Beta version of MLCCS are as follows:

A menu option in the Beta version of the MLCCS software will make this back up file for you. The name of the backup file will be "Backup of MILRATDB.XLK". Once you have exited MLCCS and closed Excel, use the Windows File Manager or Explorer to verify that you have the backup file with a current date and time. Now, make a copy of the backup file and name it "Copy of MILRATDB.XLK". Make sure you use this precise file name for your copy of the back up because it will be used to preserve your history in the new database. You may desire to copy your backup file to a floppy disk as well to ensure that you do not lose valuable database information. Please note that the ".XLK" file extension is not an error: it indicates that this is a backup file. When you are sure you have successfully created the backup file(s), install and run the new version of MLCCS. Doing so will automatically overwrite the existing MLCCS.XLA and MILRATDB.XLS files. A new option on the Time and Attendance Menu (the Preserve History option) allows you to safely transfer your database files from the file "Copy of MILRATDB.XLK" to the newly created file. You must execute the command Preserve History menu option the first time you open the new version of the software. If this instruction is not followed, you could lose valuable information in your military personnel database.

After the required access forms have been submitted and approved by the appropriate offices, the MLCCS Administrator will have an account to access the COMNAVPERSCOM database. This account will allow each installation MLCCS Administrator to download a monthly file of all military personnel assigned to their Unit Identification Code(s) at their installation. The MLCCS Administrator will be informed via electronic mail when this account has been established, approximately one week after receipt of the request. After the COMNAVPERSCOM account has been established, Mr. Casey Naatjes of American Management System (AMS) will forward the MLCCS software installation package to the MLCCS Administrator as an attachment to electronic mail message. Once received, save the attached file to the hard drive of the personal computer that will be used to run the MLCCS. After saving the attachment, double click on the file name "MLCCS.EXE". This will decompress the MLCCS installation files. The MLCCS Administrator should double click the "ReadMe.txt" file before proceeding further. This file will

explain all the procedures for correctly installing the software. Mr. Casey Naatjes of AMS will be able to address any additional questions regarding the installation of MLCCS software and he may be reached at (703) 227-6561.

The minimum system requirements to run MLCCS are 486/SX66 personnel computer or higher with at least 8 Megabytes of Random Access Memory, 8 Megabytes of free disk space and a complete installation of Microsoft Excel version 5, 7, or 8.

Completing the worksheets included in enclosure (4) prior to receipt of the MLCCS software will expedite your first submission of military labor cost data to STARS-FL. The MLCCS administrator will have to coordinate with each department as to where the military personnel are assigned because this information is required in the MLCCS software. Additionally, the MLCCS administrator will need to receive the applicable Job Order Number (JON) for each military personnel for the division that will report the military labor. Enclosure (4) provides additional instructions for establishing installation departments and military labor JONs.

Once all military personnel, department, and JON data have been entered into the MLCCS system, the MLCCS Administrator can generate and distribute monthly "Time and Attendance" worksheets for use by each departmental coordinator. These worksheets will be pre-filled with the names, pay grades and applicable JONs for all military personnel assigned to that department. The worksheets will automatically reflect a fully chargeable work-month for each military person assigned to their department. In other words, each person listed on the worksheet will be shown as working the entire month for the default department and JON. The system features these "default" times and charges for military people assigned to their department. All that the departmental coordinators are expected to do is to validate that each person listed on their report is actually assigned and present during the reporting period. Validation is automatic unless it is otherwise manually noted on the monthly Time and Attendance Worksheet by the departmental coordinator. Every individual listed on the Time and Attendance Worksheet is considered to be present for the full month unless transferred away from the installation (Permanent Change of Station orders) or reassigned to a different department for a period greater than 30 days. Newly gained, permanently assigned military personnel not listed on the worksheet, will be annotated on the worksheet by the departmental coordinator.

Departmental coordinators will also use the worksheet to record any borrowed or temporary labor used by the department during that reporting month. Individual names are not required for borrowed military labor reporting. The only information collected for this type of military labor is the number of personnel and the rank of each personnel that contributed labor for each day during the reporting period.

Once validated by the departmental coordinator, Time and Attendance Worksheets will be submitted to the MLCCS Administrator for final validation and data entry into the MLCCS system. After final validation, the MLCCS Administrator will then generate and transmit a military labor costs file to STARS-FL which will record the military labor cost for the entire installation. MLCCS allows for the archiving of military labor data and the STARS-FL transmittal files so a history can be maintained and files can be re-created if necessary.

An important reminder is that MLCCS relies on the default charges, requires minimal tracking of specific exceptions to this default and introduces a statistical military labor cost into STARS-FL. The system is not designed to be a highly detailed military labor tracking system. The system is designed to capture and introduce statistical military labor costs into STARS-FL, for purposes of IMAP reporting, in the most efficient and easy-to-use way. Users are encouraged to take

advantage of these system features. Users are cautioned against attempting to use the system for detailed (i.e., hour-by-hour/work center-by-work center) labor tracking system.

The following instructions are provided to assist you in downloading military personnel on board from COMNAVPERSCOM database:

a. On or about the 15th of each Accounting Month, COMNAVPERSCOM will position a file on its Navy Personnel Database server for each authorized MLCCS Administrator. This file will remain available for download for approximately two weeks. Use the MLCCS menu option Download COMNAVPERSCOM File. The MLCCS on line help menu will assist you if you have any questions on the specific procedures required to download the COMNAVPERSCOM file. The file name of the downloaded file will follow mainframe naming conventions and must be changed before the file is imported into MLCCS. The next menu option, Rename COMNAVPERSCOM File as .txt, will accomplish this task for you automatically. The updated COMNAVPERSCOM data files will be available to refresh your installation's MLCCS database on a monthly basis, provided your installation's account has been established with COMNAVPERSCOM.

b. Next, use the menu option Import COMNAVPERSCOM Data File to incorporate the newly acquired and renamed file into your MLCCS database. The import routine will place all names contained in the COMNAVPERSCOM file into a worksheet named "IMPORTFILE".

c. Next, use the menu option Preprocess COMNAVPERSCOM Names to assign all names from the "IMPORTFILE" worksheet to one of two additional worksheets depending on information contained in the record. These sheets are labeled "BUPERSAdds" and "PotDeletes".

d. If there are additions use the menu option Post COMNAVPERSCOM Names to process "BUPERSAdds". This option will process each name in "BUPERSAdds" one at a time, prompting you to assign that person to a specific department and JON.

e. If there are deletions use the "PotDeletes" worksheet that highlights names that are candidates for deletion. Deletions will normally take place because the member has executed permanent change of station orders and is no longer assigned to your command. To perform actual deletions, select the Edit Department option from the Time and Attendance Menu. Once the appropriate department is selected, the user may delete the member from it.

f. Once all relevant "COMNAVPERSCOM Adds" have been assigned and you have deleted personnel not belonging to any of your departments, you have completed the initial COMNAVPERSCOM Data Import. Your MLCCS database has now been established.

After the MLCCS administrator has refreshed the MLCCS database with the current COMNAVPERSCOM data and has input validated military labor cost data into MLCCS the following steps must be completed to upload the military cost data to STARS-FL.

The MLCCS software automatically "builds" file transfer instructions, based on information that is entered and stored on the STARS-FL and ImportFile worksheets of the database. The download and upload routines occur within the MLCCS software thereby streamlining and simplifying the overall process. Use the menu option File Transfer Set Up to enter the information necessary for automatic file transfer. You must enter the following data elements where prompted:

- a. COMNAVPERSCOM IP Address - 150.190.108.34 (THIS WILL CHANGE).
- b. COMNAVPERSCOM User ID - “giXNNNN” where “gi” is used just as it appears, X is the first initial of the MLCCS Administrator’s last name and NNNN is the last four digits of their social security number. This user ID is NOT automatic; you must first request activation of your user ID from COMNAVPERSCOM.
- c. STARS IP Address - “mzc.mech.disa.mil”.
- d. MLCCS STARS User ID - assigned to you by the DMC Mechanicsburg.
- e. MLCCS STARS Password - assigned to you by the DMC Mechanicsburg.
- f. AAA Code - the five digit number for your servicing OPLOC.
- g. UIC - your command’s five digit unit identification number.
- h. STARS Data Set name - “lxfd99.lxf.c199.lxr5101.lxcr105.f7(+1)” is an example of a valid Data Set name. Your Data Set name will be unique to your command and will be assigned by the DMC Mechanicsburg.

Enclosure (3)

MLCCS INSTALLATION DATA TEMPLATES

This enclosure provides an overview of the MLCCS and the preliminary steps your command should accomplish prior to using the MLCCS software. Completing the sections entitled “Establishing Installation Departments,” “Establishing Military Labor JONs” and “Assigning Your Military Personnel to Departments and JONs” will give your installation a tremendous head start in actual MLCCS installation. This overview package is not a complete description of the MLCCS system, its capabilities or its operating procedures. It is recommended that the entire MLCCS on line help file be printed after successful installation of the MLCCS software. The on line help menu is a very useful tool to assist the MLCCS user. The on line help file should be kept with the MLCCS system as a handy reference guide.

Establishing Military Labor Departments:

- a. The first worksheet in the MLCCS planning template, labeled “DEPT_DATA,” contained in enclosure (4), may be used to set-up each department that you plan to establish within each of your command’s Unit Identification Code (UICs). Remember that all of your military personnel will be assigned to one of these departments. The departments should be organizational entities (departments, divisions, etc.) responsible for performing a subfunction of the Core Business Model for military personnel (time and attendance record keeping).
- b. In the first column of the worksheet enter the Departmental Code. This is a unique code you will use to identify each department. It can be alphanumeric and up to 10 characters long.
- c. In the next column, fill in the Department Name. This is the common name or long title of the Department.
- d. Now, list the name of the departmental coordinator in the Point of Contact (POC) column.
- e. Enter the electronic mail address of each departmental coordinator if available. Time and Attendance Worksheets can be distributed electronically to each departmental coordinator.
- f. Finally, enter the UIC associated with each department. While COMNAVPERSCOM uses many UICs to identify specific military units, some of these UICs may not report into STARS for financial accounting purposes. Only UICs that report base operations support (BOS) for financial accounting purposes are to be used in this column. All military labor costs must be reported under a valid UIC that is recognized by STARS-FL.

Establishing Military Labor JONs :

- a. The second worksheet in the MLCCS planning template, labeled “JON DATA,” contained in enclosure (4), may be used to setup the JON that you will be using to report Military Labor Costs to STARS-FL. Remember that all of your military personnel (permanently assigned or temporarily used) will be assigned to one of these JONs.
- b. When you first open this worksheet in MLCCS you will notice that the “JON” and “JON Description” fields are already filled-in with information. The “JON Description” field lists all of the subfunctions found in the IMAP Core Business Model (CBM). Information contained in the “JON” column should be considered a “placeholder” for the unique JON you must enter. A placeholder exists for each subfunction listed on the CBM. Substitute the JON you will use to collect and report military labor charges for each subfunction for the placeholder.

- c. Finally, in the next column labeled "UIC," enter the UIC associated with that JON and subfunction.
- d. Assign your military personnel to Departments and JONs.
- e. The third worksheet in the MLCCS planning template, labeled "NAME DATA," contained in enclosure (4), is used to assign all military personnel to a given department and to a JON. If you have already established your COMNAVPERSCOM account, then you may follow the procedures listed in enclosure (3) for downloading from COMNAVPERSCOM database to automatically populate this table. If you have not yet established your COMNAVPERSCOM account or you wish to enter this information manually, proceed with step 2.
- f. In the first and second columns, list the last name and first name of each military personnel.
- g. In the next column enter the pay grade of the member. Valid pay grades are E-1 through E-9, CW-1 through CW-4, and O-1 through O-10.
- h. In the next column enter the date the Military member first reported in MM/DD/YY format.
- i. In the last two columns enter the Department Code (locally developed) where the member is assigned and the proper JON from the JON DATA worksheet that will be used to collect and report their labor charges. Remember that each JON used must correspond to a specific subfunction on the IMAP CBM.

Monthly MLCCS Administrator tasks include:

- a. Every month the MLCCS administrator should complete the procedures listed in the preceding section. This will continually refresh your database with the latest COMNAVPERSCOM information.
- b. Around the 25th of the month, select the Set Business Month option from the MLCCS menu and then select the Create Distribution Book menu option. These menu selections serve to create a new Microsoft Excel Workbook which contains a Time and Attendance Worksheet for each department at your installation. This Microsoft Excel Worksheet is used by the Departmental Coordinators to validate attendance of permanently assigned personnel as well as record the use of any temporary or borrowed labor.
- c. Print the entire distribution workbook.
- d. Distribute the Time and Attendance Worksheets to each Departmental Coordinator for validation. Departmental coordinators should be expected to complete their processing of the Time and Attendance Worksheets within a reasonable amount of time such as three business days.
- e. After receipt of all Departments Time and Attendance Worksheets, no latter than the 30th day of the month, review the later worksheets and post the necessary changes to the Distribution Book on your MLCCS system.
- f. Select the Create STARS-FL Text File menu option from the MLCCS menu to create the batch transaction file for STARS-FL. This routine takes all the information found in the Distribution

Book and puts it into a STARS readable file.

g. Select the Upload STARS-FL File to DFAS menu option to send the batch file containing all your Military Labor Cost data STARS-FL for processing. Make sure that you have correctly set the business month and year before the MLCCS file is transmitted to STARS-FL. The proper file name convention is listed below and must be followed. If uploaded and processed correctly, the corresponding month's IMAP report will contain this Military Labor Cost data.

h. This completes monthly processing.

Enclosure (4)

Monthly tasks for the Departmental Coordinator:

- a. Departmental Coordinators are expected to maintain accurate local records for Time and Attendance of assigned personnel and temporary/borrowed military labor. Because MLCCS is an exception reporting system using default time and JONs charged for all permanently assigned personnel, day-for-day accounting of time and charges is not required. However, Departmental Coordinators must be aware of newly reported personnel, which might not appear on the Time and Attendance Worksheet, as well as transferred personnel. Transfers can result from either a change in command (PCS orders) or to another department for a period greater than 30 days that might still be erroneously reflected on a Time and Attendance Worksheet. Likewise, Departmental Coordinators are expected to record the number of temporary or borrowed military labor by pay grade, for each workday.
- b. When you receive the monthly Time and Attendance Worksheet, validate all pre-filled, default information and accurately transcribe any locally maintained information concerning any newly reported personnel, transferred personnel and temporary or borrowed military labor personnel.
- c. Return the annotated Time and Attendance Worksheet to the MLCCS Administrator within a reasonable amount of time such as three business days.

Final instructions for the MLCCS Administrator for uploading MLCCS data to STARS-FL:

The only other information needed in order to submit an MLCCS transmittal is a file name. You must provide the file name for your Command's monthly MLCCS batch transmittal. File names will be constructed using the following format:

AAAAA.UUUUML.MMY

"AAAAA" is the five digit code for your Authorized Accounting Activity (OPLOC); "UUUUU" is your command's five digit UIC; "ML" stands for military labor; "MM" is a month designator (e.g., 01 through 12, 01 corresponding to January 02 to February, etc.); and "YY" is the current calendar year. An actual file name for Naval District Washington would look like this - "68892.00171ML.0898". In this example the Operating Location (OPLOC) is Charleston, the installation is the Naval District Washington, and the transaction file is for August of 1998. The file name suffix (i.e., ".MMYY") will naturally change with every new business month. The remainder of the file name will remain the same.

Please note that the data set name for your command (the one given to you upon approval of your request for a MLCCS STARS-FL User ID and Password) need only be entered into the MLCCS software one time, prior to transmitting your first MLCCS batch file to STARS-FL.

Form, Department Data

The form requests the following information to be filled out by the user:

DEPT CODE

DEPT NAME

POC

Commercial Phone Number

E-mail address

UIC

Enclosure (4)

Table, JON_DATA

The table provides JON codes and descriptions. It is used to set up the JON when reporting Military Labor Costs to STARS-FL. UIC codes are to be filled out by the user.

JON	JON DESCRIPTION	UIC
ADP01	ADP	
AIRLO	Airfield Logistics	
ATCTL	AT Control	
AVP01	Audio/Visual/Printing	
AUXSPT	Aux Airfield Support	
AVFUL	Aviation Fuel Support	
BASCO	Base Communications	
BERTH	Berthing and Hotel	
BQSPT	BQ	
CABTV	Cable TV	
CARGO	Cargo Handling	
CATYB	Category B	
CATYC	Category C	
CBULT	CBU/1st LT/Self Help	
CEMET	Cemeteries	
SAFETY	Cent Mgt Safety Program	
CRCAR	Center Care	
CEREM	Ceremonial Guard	
CHAPN	Chaplain Services	
CHILL	Chiller Plant	
CIVPR	Civpers Mgt	
CLEAN	Clean Up	
ADMIN	CO/XO/Admin	
COMSY	Commissary Supp	
COMPL	Compliance	
CONSE	Conservation	
CONST	Construction	
KBERT	Contract Berthing	
COUNS	Counseling Services	
CRANE	Crane	
CRASH	Crash and Rescue	
DEGAU	Degaussing	
DISAS	Disaster Prep	
DEdge	Dredging	
EDUCA	Education/RAMP/TAMP	
ELECT	Electric	
EMRES	EM Response	
EMERG	Emergency Services	
FINAN	Financial Management	
FIRES	Fire Protection/HM	
GALEY	Galley	
GAS01	GAS	
GRDMN	Ground Maintenance/Landscape	

GRNEL	Ground Electronics	
GSE01	GSE	
GUARD	Guard/Sec/Traffic	
HEALT	Health Care Support	
HOME	In-Home Care	
INTRA	Intra Station Moves	
INVEN	Inventory Control	
JANIT	Janitorial	
CRIME	Law Enforcement/Crime Prevention	
LEGAL	Legal	
MAINT	Maintenance	
MGTOP	Management and Ops	
MGTPR	Management and Proc	
MGTAD	Management and Administration	
BANKG	Military Banking Facility	
MILPE	MILPERS Management	
MCONS	Minor Construction	
REPAI	Major Repair/Minor Construction	
MOBIL	Mobilization	
MUSEU	Museums	
OTHER	Other	
PASOP	Passenger Term Ops	
PAYSP	Pay and Personnel Support	
PESTS	Pest Control	
PLENG	Plans and Eng	
PENUE	Pneumatic Power	
POLMT	POL Mgt	
POLIC	Police and Fire Protection	
POLLU	Pollution Prevention	
PORLO	Port Logistics	
POROP	Port Ops Center	
PSTAL	Postal Ops	
PREVE	Preventive Maintenance	
PUBLI	Public Affairs	
PUREW	Pure Water	
RAILR	Railroads	
REALE	Real Estate Management	
REFUS	Refuse Collection/Recycling	
RESTR	Restricted Barracks	
RETAI	Retail Services Support	
SERES	Sea Air Rescue	
SERVM	SERVMART	
SEWAG	Sewage	
SPILL	Spill Response	
STEAM	Steam	
TLINE	T Line/Airfield Facilities	
TUGCR	Tugs and Craft	
VEHIC	Vehicles	
WAREH	Warehousing	

WATER	Water	
WEAPN	Weapons	

Form, NAME_DATA

The form requests the following information to be filled out by the user:

LNAME
FNAME
PAY_GRADE
DATE_REPORTED
DEPT CODE
JON

Enclosure (4)